

### **Before the Fair**

- Find out as much as you can about the career fair before the day of the event. This can be accomplished via a website for most fairs. Try to learn:
  - What organizations will be there and what positions are they planning to fill?
  - Research all employers that are of interest to you and find high-lights that you can mention during your meeting with the recruiter.
  - What time does the event begin and end? Come as early as possible to maximize your time at the event.
- Bring *multiple* copies of your resume on professional, quality paper. A cover letter is not necessary when attending a career fair. Carry your resumes in a professional looking portfolio.
- Dress professionally (dark colored suit or tailored dress, polished shoes, no cologne or perfume, very little jewelry)
- Wear comfortable (but professional) shoes. You will be walking and standing most of the time.
- Rehearse a one minute introduction of yourself before you meet with employers. Include your major, why you chose this major, career-related work experience and career goals. In addition, prepare a list of five questions that you plan to ask the recruiter. Ask questions about the company/organization or position, but never ask about salary or benefits.

### **Sample Questions to Ask the Recruiter**

- What positions are you seeking to fill at this time?
- What is your hiring process?
- What are some of the present or future goals for the organization?
- How long have you been with the organization?
- What has the organization accomplished of which you are especially proud?
- Can you describe the timeline of the hiring process?

### **During the Fair**

- When you arrive at the fair, take a few moments to familiarize yourself with the layout and plan a strategy regarding the employers you desire to meet.
- Be confident and approach each employer with a smile and a firm handshake. The employer is there to meet with as many quality candidates as possible. Relax and don't be anxious.
- Be considerate of the employer's time. If there is a long line behind you, wrap things up quickly and stop back by later.
- Keep your energy and enthusiasm up the entire day. The last employer you meet may have the job you want most.
- Ask for a business card and if not available, get the name, email address and title of the person you spoke with – making sure of the correct spelling.
- Make notes after talking with each employer. You will collect a lot of information and need to keep it all organized.

### **After the Fair**

- Follow-up after the career fair with each employer that is still of interest to you by sending a cover letter and resume, as well as any supporting documents requested. In addition, include a thank you note to each employer contacted at the fair. Send this information within a week after the event.
- Be prepared to follow-up again if you have not heard from the recruiter within the time line given to you at the fair.